



CHAPP Advisory Committee
August 14, 2014– 10:30am – 1:00pm

Minutes

Calendar Link: <https://www.colorado.gov/pacific/cdphe/sti-and-hiv-community-involvement>, click on event & more details to get meeting documents

877-820-7831 or 720-279-0026 – Access Code 210066#

4300 Cherry Creek Drive South Denver, Colorado 80246-1530
Building A – 2nd Floor – Health Facilities Training Room

Members present: Elton, Shannon S., Brent H., and Jalene S. (arrived at 10:55 am), Jesse Y. (arrived at 11:05),

Phone Participants: Kristy W. (Member), Arthur P. (Guest),

Staff Present: Adrianna H., Jennett R., Regina C., Maria L., Mary Kay M., Jennifer D., Leslie F., Mel M., Rose Marie N.,

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- I. Call to Order
- a. Welcome
 - i. Introduce new CDPHE Evaluation Web Staff – Leslie Frank
 - ii. **Task:** Mel M. would like to initiate webinar type meetings, with phone capabilities and documents on the screen; due - September meeting.
 - b. Roll Call
 - i. Quorum Established
 - c. Approval – July 2014 Meeting Minutes
 - i. Motion to approve minutes with corrections: 1st – Shannon and 2nd-Elton (Minutes passed)
 - 1. Pg. 2, 4th bullet down, add “would” remove “w”
 - d. Group discussed issue with accessing documents; many could not view certain documents because folks do not have access to Google chrome and asked if there is another way to post them on the website. The Google document is good when there are edits to be made but that doesn’t fit this group’s work.
 - i. **Task:** Mary Kay – discuss with Ben a better way in which to attach documents for this meeting i.e. – PDF or word?
- II. Updates
- a. Contractors – 4th quarter CMS ratings available at the next meeting; 15 contracts executed for CHAPP, 4 outstanding end of year report (ending June 30th); ITAV (2), CHIP, CNDC.
 - i. Question: Will the outstanding year end reports impact those agencies? Yes, if you have a problem with the timeliness of reporting it will carry



over. There is a way to assign a certain level of scrutiny if agencies are not able to meet their deliverables.

- ii. **Task:** Rose Marie N. stated she would brief the CHAPP advisory committee members on methodology of assigning risk to sub-contractors for September meeting.

b. Capacity Building/ training

- i. Training Schedule – is on the website
- ii. Click link to access: <https://www.colorado.gov/pacific/cdphe/training-hiv-prevention-and-services>
 - 1. Review of current courses 2014:
 - a. Mental Health – August 18th
 - b. Risk Reduction Counseling – Sept 23rd and 24th
 - c. HIV Rapid Testing – Sept 30 – Oct 1st
 - d. Fundamentals of Street Safety – Oct 7th
 - e. Law and Ethics – November 5th
 - 2. Review of 2015 course:
 - a. Risk Reduction Counseling – Jan 27 and 28th
 - b. HIV Rapid Testing – Feb 4 and 5th
 - c. Risk Reduction Counseling – June 9 and 10th
 - d. HIV Rapid Testing – June 23rd and 24th
 - 3. National Courses are not listed on this calendar because registration system is not managed through CDPHE and staff did not want to confuse folks.
 - 4. CHAPP Advisory Committee recommendation – consolidate trainings local and national to one calendar so that it is easier to navigate.
 - a. **Task:** Regina C. - Look into an easier way to inform community partners about all trainings, ideally one calendar as opposed to multiple calendars.
- 5. Needs Assessment – is driving training schedule and Progress Updates: Training team realized there is a deadline of December 1, 2014 for sub-contractor to meet certification requirements and there focus is to ensure these trainings take place to support sub-contractors.
 - a. Challenges for brining trainings and the strategy was discussed
 - b. Upcoming September trainings, Sept 2, 3, 4 and 5th – street smart (Looking for training site). HIV Risk Reduction and Empowerment are also scheduled for September.
 - i. The Street Smart may be rescheduled due to logistic issues.
 - c. Other high priority KRIS requests: POL, Promise and STRIVE
 - d. Patient Navigator training – local trainings available
 - e. **Request from CHAPP Advisory Committee:** Ensure Spanish translation is available for trainings.
 - f. Discussion – legally CDPHE has and continues to provide translation when requested.



- i. **Task:** Unassigned - Are Language needs/translation needs captured on the training request – ensure that question/need is being asked.
 - ii. **Task:** Rose Marie N. - Evaluate the cost of translation for training (look to LA model) and get back to the CHAPP committee on that cost.
 - 6. Evaluation Web Updates – advisory committee wanted to know if there was going to be a training anytime soon? Answer: Yes they are planning on doing a training update for CO-HIP providers. **Task:** Mary Kay - Please update CHAPP on when this training will take place.
 - 7. Additional UCD-CRS is the entity that provides support to CHAPP funded agencies. **Task:** Rose Marie N. – We will coordinate an upcoming training for CHAPP funded agencies.
 - c. Other- **Evaluation – Programmatic Updates under the contracts**
- III. Old Business
 - a. CHAPP funding
 - i. Amount awarded - FY 2015 \$1,812,330.00
 - 1. Total Contracted Amount Awarded: \$1,539,790.98
 - 2. Administrative Cost: \$90,616.50
 - ii. Amount remaining – \$181,922.52 (This amount Includes - \$25,000 that we are supposed to keep unobligated).
 - iii. Can funds be rolled over? Unspent funds are returned to the Department and maintained in an account, and they are not available to be spent until CDPHE request these amounts to increase the spending authority to include into the next fiscal year. This process includes working with the Joint Budget Committee Analyst to increase the spending authority in the next fiscal year.
 - iv. Funding Amount Remaining After 2014 Grants
 - 1. Important Date - October 17, 2014 – notification of what is unexpended.
 - 2. The amount we have for this re-release the RFA is going to be less than what they had originally wanted. \$156,922.52 is an estimate of funding available.
 - 3. January 1, 2015 – 6 month period to expend those funds.
 - 4. There will be a reduced amount for the first year in this re-release.
 - 5. Emphasize in the cover letter address the medical aspect and partnering.
 - 6. **Motion #1:** Recommendation from the advisory Committee: Release the re-lease of the RFA on October 1st, deadline of October 31st at noon. 2nd – Elton. Motion carried.
 - 7. In this process please include enough time for proper Technical review, recruitment, include Holidays and other challenges.
 - 8. January 1, 2015 start date
 - 9. Further discussion and concern about motion: Is 30 days enough time for applicants, consider new applicants and that learning



curve. Additionally should we try to give applicants at least 45 days? That is what we gave during the first re-release. And then there was a two week extension because it was very difficult for applicants to understand and get application together.

10. Answer the reason CHAPP went with 30 days was because they were told at this meeting from release dead to application deadline CDPHE policy was 2 weeks. The reason that CHAPP went with 30 days is they thought that was the only other option to 2 weeks. However ideally 45 days would be the best solution.
11. The challenges in current time-frame to accommodate 45 days were discussed and it was agreed that 45 is critical and creative solutions should be processed to make sure that time-frame is honored.
12. New Motion: Move to remove previous motion – 1st Shannon and 2nd Jalene, motion approved.
13. **New Motion:** Re-Release of the RFA, Deadline to apply 45 days from RFA release date at noon. 1st – Shannon and 2nd – Elton. Motion approved.
14. Discussion: Is a delayed start date of January 15th reasonable? Delayed start date will impact the number of months in first year. Will it impact the RFA?
15. Yes RFA will have to be modified.
16. **Task:** Rose Marie N. - Modify RFA to reflect delayed start date, abbreviated scope of services.
17. Group felt that this was good because it reduced stress of a hectic schedule and since there is a lessened budgeted – and reduced grant period.
18. **Task:** Maria L - Speak with Adrianna and Sue about challenges this change may bring for the CM.

b. RFA

i. RFA for Rural Areas

1. Spoke to Eric – about spending authority. We don't know what are unobligated funds are going to be. We can and will go to Joint Budget Committee if we need too, however the request process will result in those funds being available late in the fiscal year. That may not be the best strategy yet it is an option - once we find out what is unobligated.
2. Recruit people to apply for these funds is critical! How are we going to do that? Current CDPHE strategy – Utilize Office of Planning and Partnership – outreach to them and their partners. We are requesting outreach assistance from this group – providers do you have thoughts and suggestions?
3. Answer: Currently there is a Western slope regional advisory council on HIV/AIDS (Mesa County). Other committee ideas: Send Maria Lopez maria.lopez@state.co.us any contacts you have for other partners. Make sure we have a spelled out strategy for the Re-release of the RFA – it would be nice if we could have an informational conference call – to give more information about what is expected for all interested applicants.



4. **Task:** Maria L. – Include an informational conference call into the re-release process.
5. CDPHE suggestion - Emulate some of the ways Federal government does procurement, have consultants be able to give advice to applicants. CHAPP concern this is a fine idea as long as it does not enter into the conflict of interest. Additionally many of the current applicants struggled with the RFA – will they be able to constructively help new applicants? If CDPHE believes it is helpful they agree it is fine strategy, but did not want to vote to approve this step.
6. Time Frame – discussed in above agenda item.
7. Number of Counties to Cover- see attached map – Committee did not have time to review this document.
8. Epidemiological Data by County 2008-2013 – Committee did not have time to review this document.
- c. Grievance Discussion from May Meeting – Important note there is not official process for grieving the release of the RFA.
- d. CHAPP Bylaws **Click on Bylaws meeting on CI, August 19; click more details for ALL background documents**
 1. Workgroup
 2. Brent, Jesse, Kristi & Arthur
 3. Meeting: August 19, 2014, CDPHE, 3rd fl, A3C. 10 am 12:30 pm
 4. General discussion & broad strokes
 - a. Asking another member to join by-laws update group – Shannon S. will join.
 - b. Gaps that need to be addressed in by-laws:
 - i. Active participation
 - ii. Representation
 - iii. Leadership members (Co-Chair or Vice-Chair structure)
 - iv. Potentially add more members (note discuss quorum to ensure participation and balance with nature of volunteer board)
 - v. **Task:** Arthur P. – research other bodies to learn how they deal with increased membership and quorums. Find balance for active participation reflected in current quorum – currently very high percent. Makes having meetings difficult because not all members can attend.
 - vi. Explanation of open meeting – in the by-laws just revisit it

IV. New Business

1. Discuss Committee's Way of Operating: What does this look like - tabling this topic.
2. Jesse Yadinek's departure – Mel M. presented certificate of appreciation.
3. CHAPP Advisory Committee Vacancy: Recruitment priorities
 - a. Person of Color - African American



- b. Ideally no conflict of interest
 - i. Corrections
 - ii. Federally Qualified Health Care Center
 - iii. Programming Skill Set
 - 4. Next meetings date & time- regular meetings frequency
 - a. **Task:** MKM will send out meeting times.

V. Assigned Tasks: responsible party & timeframe

Action Steps to be Addressed for September Meeting

<i>Topic</i>	<i>Responsible Party</i>	<i>Due Date</i>
1) Webinar Meetings (phone and documents)	Jennett B. and/or Ben H.	2 weeks prior to September Meeting.
2) Determine a more effective method for CHAPP advisory committee (AC) to access documents for CHAPP meetings.	Mary Kay and Ben H.	2 weeks prior to September Meeting.
3) Brief CHAPP AC on methodology of assigning risk to sub-contractors.	Rose Marie and Sue P.	1 week prior to September meeting.
4) Improve notification of local and national community trainings via website multiple calendars into one.	Regina C. and Ben H.	September CHAPP Meeting.
5) Assess Language Training Translation Sub-Contractor Needs a. Are Language needs/translation needs captured on the training requests? b. Evaluate the cost of translation for training (look at LA model).	a. Unassigned. b. Rose Marie N.	1 Week Prior to September Meeting.
6) Update CHAPP on Evaluation Web Trainings	Mary Kay M.	September CHAPP Meeting
7) Coordinate UCD-CRS Training for CHAPP agencies.	Rose Marie N. and Jennifer D.	Update to Committee at September CHAPP meeting.
8) Modify RFA to reflect delayed start date January 15 th .	Rose Marie N.	September 2, 2015
9) Identify Internal Challenges to January 15 th RFA start date	Maria L., Sue P. and Adrianna	September 1, 2015
10) Include an informational conference call to RFA re-	Maria L.	September 1, 2015



release		
11) Active Participation reflected in Quorum, research other bodies to learn how they address this.	Arthur P.	2 weeks prior to September CHAPP Meeting.
12) Send out meeting times.	Mary K. M.	August 18 th and send out follow up to committee members regarding dates determined.

VI. Motion to Adjourn – 1st Jesse Y. and 2nd – Elton E.

